

CIVILIAN PERSONNEL NEWSLETTER

Volume 2, Issue 2

April 2012

Goodfellow AFB, Texas

From the Civilian Personnel Officer

Challenges in the federal workforce continue with ongoing workforce structuring and funding constraints. Two rounds of VERA/VSIP have helped but more workforce structuring efforts are still needed to reach the goal that has been set. To help reach this goal another round of VERA/VSIP will be offered. Round 3 will be a bit different. To receive a VSIP (buy-out) an employee's voluntary separation must still "save" another employee from involuntary separation. But for this round instead of finding matches within the base only, placement opportunities will be expanded to include possible

placement opportunities at other Air Force bases. For example, if one of our employees submits a VERA/VSIP survey stating they are interested in separating and taking the buy-out but we have no match here at Goodfellow, we would then look at other Air Force bases. If another base has an employee who will likely be involuntarily separated and they are a match for the interested employee's position, the employee from the other base would be offered the position at Goodfellow and our employee would be allowed to voluntarily separate with the buy-out. This also works if one of our displaced

employees can be placed at another installation under these conditions.

The surveys for the third round of VERA/VSIP will be sent out on 1 May, with a suspense date to respond of 9 May. Matches will be made no later than 26 May. Employees approved will separate effective 31 August 2012. The survey email and attachments will explain the process more thoroughly.

Velma G. Elizardo
Chief, Civilian Personnel

Roth TSP

The Federal Retirement Thrift Investment Board will implement the Roth Thrift Savings Plan (TSP) for federal civilian employees beginning 7 May 2012. DFAS anticipates being ready to process Roth elections in July if agency systems are appropriately configured. Agencies and services can begin accepting elections for Roth (after-tax) contributions at that time.

The Roth TSP feature will give participants greater flexibility in the tax treatment of their accounts. Roth contributions are tax-free when withdrawn; their earnings are also tax-free when withdrawn (as long as cer-

tain IRS requirements are met). Ensure you understand the Roth investment option to ensure it will be beneficial for you and your retirement investments.

TSP offers a brochure on the new Roth TSP which includes information on how the Roth works, how it can benefit you, what restrictions apply, and how you'll sign up when it's available. The brochure may be downloaded at: <https://www.tsp.gov/PDF/formspubs/tsp1f30.pdf>. Remember: TSP elections are made using the Employee Benefit Information System (EBIS).

Time-Off Awards—Use 'em or Lose 'em!

A reminder: Time-off award (TOA) hours are lost if not used by the end of the 26th pay period after which they were earned. If you earned TOAs during last year's appraisal cycle, you must use them by the end of May or they will be lost. TOAs are also lost upon separation (e.g., retirement, resignation) or when an employee transfers to another federal agency. TOAs can never be converted to cash. It's recommended TOAs be used before annual leave to prevent losing the hours. (Reference AFI-36-1004)

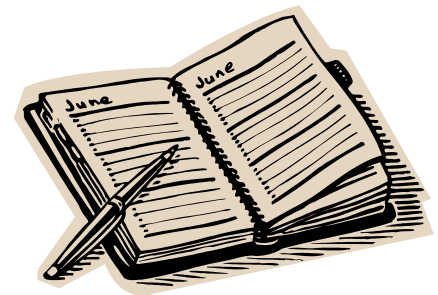
Updating Your Records

We are again publishing this article as a reminder to update your personnel records. With the many changes affecting federal employment it is imperative that your personnel records be accurate. Areas that may require updating include veteran's preference, service computation date (SCD), education, training, experience, and performance appraisals. Civilian employees can obtain an electronic version of their career brief at the AFPC Secure website located at: <https://www.afpc.randolph.af.mil/AFPCSecure/MainMenu.asp>. You will need to have a CAC and Password to access this site. If you do not already have a login and password, you can establish them online by following the directions on this website. Review the

brief to determine if any changes/updates are required. Updates to vet preference, SCD and experience can be submitted to the CPS, Bldg 3303. Experience updates must be submitted on OF Form 612 to the CPS. Education and training updates can be input and self-certified in MyBiz. See article on previous page of this Newsletter for information on updating training and education in My Biz. Contact the CPS at 654-3330 for additional information on these updates. If your performance appraisal information needs updating, please contact your servicing Employee Relations Specialist at 654-3331 for guidance.

With pending and ongoing downsizing of the civilian workforce, it is more important now than it's ever been to

ensure your personnel records are up-to-date. Verifying that all your information in the personnel database is accurate, will ensure you are afforded all benefits and considerations you are entitled to. If you decide to update your records, we highly encourage you to submit the required documentation to the appropriate area no later than **1 June 2012** so your records can be updated in a timely manner.



Submitting Updated Resumes

In addition to ensuring your personnel records are updated, you also need to ensure a current resume is included in your personnel records. Employees can now submit an updated resume via the AFPERs website for inclusion in their electronic Official Personnel Folder (e-OPF). Resumes submitted to the Civilian Personnel Section are not profiled into your e-OPF. An updated resume is important for a variety of reasons, including but not limited to qualifications determination, medical/physical accommodations, workforce shaping movements, etc. To upload a resume,

employees can log into AFPERs at this weblink: (<https://gum-crm.csd.disa.mil>). Under Employee, select Career Management, Self-Service then Resume Update. Please read the instructions provided. The resume will be verified and profiled into the e-OPF, normally within 30-60 calendar days of receipt. Do not attach other documents to the resume. Employees will be notified by AFPC that the resume has been received and filed in the e-OPF. Once profiled, the resume will be viewable by the employee via the AFPC Secure web site.

New Self-Service Initiatives for Name Change Requests and Veterans Preference Inquiries

Effective 27 March 2012, the Air Force Personnel Center (AFPC) launched an initiative that provides current Air Force employees the ability to submit, directly to AFPC, requests for name change and veterans preference inquiries. These requests may be submitted via the Air Force Personnel Services (AFPERs) web-site. The requests will then be routed to the appropriate servicing team for action.

Employees can log into AFPERs (web-link above), select Career Management, Self-Service then Name Change or Veteran's Preference for Reduction-in-Force to submit their

requests. Military retirees are not entitled to Vet Pref for RIF unless they are entitled to a 30% service connected disability. Vet Preference for Appt cannot be changed—this is how you were appointed for your current appointment and will not change until you apply and receive a different appointment. Do not submit supporting documentation at this time. You will receive an email requesting the supporting documentation with information on how to submit it. Once submitted, it will take approximately 30-60 days to update.

Recruitment Sources & Appointment Eligibilities

Below is an explanation for both selecting officials and employees of the available recruitment sources and appointment eligibilities. Supervisors should be aware of recruitment sources available to them so they can determine the best sources for filling their vacant positions. Employees who are applying for positions should be aware of their eligibility for appointment to federal positions to ensure they apply correctly. Current permanent federal employees can usually only apply as internal candidates. If permanent employees also have veteran's preference and are eligible for either VRA or 30% Disabled Vet appointments, they may also apply as an external candidate using these two eligibilities. Current temporary or term employees apply as external candidates. The first column below lists the recruitment source or eligibility. The second column provides a brief explanation of each item.

<u>CATEGORY</u>	<u>EXAMPLE</u>
- INTERNAL Also includes DoD Transfer (current/permanent Non-AF DoD employees)	- Permanent AF Civilian Employees - Army, Navy, Coast Guard, Marines
• EXTERNAL <ul style="list-style-type: none"> • Non-DoD transfer (current/permanent federal non-DoD employee) • Prior federal civilian employee (Reinstatement) • VRA • VEOA • 30% Disabled Vet • Non-Appropriated Fund (NAF) • EO 12721 • People with targeted disabilities • Certain military spouses 	- Not a current DoD permanent, federal employee - FBI, TSA, VA, Homeland Security - Former Career federal civilian—served on a permanent competitive appointment - Veterans who served on active duty in the Armed Forces within the last 3 years—also eligible if you have at least 5-pt vet preference - Discharged or released from active duty after 3 years of continuous active service - Current or former military member with at least a 30% disability verified by the VA - Current NAF employee (regular position) - Family members formally employed in a federal position (within 2 yrs) while stationed overseas with sponsor (includes military spouses) - A person who has a permanent, severe physical or mental impairment that substantially limits one or more major life life activities (supporting documents required) - Spouse of an active duty military member who accompanies the military member on a PCS move, no prior federal service required



The weblink above will take you to Air Force Civilian Service (AFCS) website. This website provides information on careers in federal service and the many opportunities available in various occupational fields. "Over 180,000 men and women working in virtually every profession you can imagine and serving a common purpose. A commitment to something greater than the bottom line. Something greater than self. No matter what your background, education or experience, chances are that a career unlike any other awaits you at AFSC. Isn't it time you knew?"

**Apply for
federal
civilian
positions on
USA Jobs**

USAJOBS
"WORKING FOR AMERICA"

USAJOBS is the official job site of the US Federal Government.
It's your one-stop source for Federal jobs and employment information.



Information For Supervisors

Stockpiling Vacancies

In anticipation of a reduction-in-force (which Air Force is hoping will not be necessary), installations are encouraged to stockpile vacant positions which could possibly be used to place employees who might otherwise be involuntarily separated. We at Goodfellow do have current employees who are being displaced. As a result, several vacant positions are being held as possible placements if a RIF becomes necessary. The positions on hold will be used to place employees into lower graded positions so at this time they cannot be placed into the positions because placement into a lower grade, outside the RIF process, would result in loss of pay to the employees. In a RIF process employees

placed into lower graded positions are entitled to retain their current pay.

If you have a vacant position that is being held for possible RIF placement, we ask for your understanding and patience until/when we can release the position for fill. At this time, a temporary fill may be possible but we would encourage the use of a student hire to temporarily fill the position since the normal recruitment process for a regular temporary would not be timely. Please contact the CPS if you have questions about a possible student hire for a vacant position that cannot be filled at this time.

Alternate Duty Location

An Alternate Duty Location for civilian employees can be designated by squadron commanders/directors in certain situations. Alternate duty locations are routinely designated for attendance at Commander's Calls when the commander deems it appropriate to pass on needed information to employees. Alternate duty locations can also be designated for special base events or functions, but not normally sporting activities. When designating alternate duty locations, advance notice must be provided,

usually in writing. Designating an alternate duty location means that employees are expected to be at the alternate location instead of at their normal duty location. Exceptions to this are considered based on mission needs and approved by the commander/supervisor. Employees may also choose to take leave if approved by their supervisor..

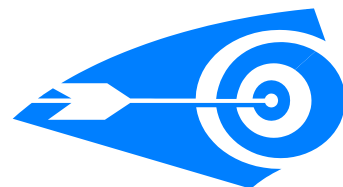
For more information on alternate duty locations, please contact the CPS at 654-3331 or 3325.

Alternate Work Schedule (AWS)

With the recent abolishment of positions throughout the base, many units are being forced to work with minimal manning while still trying to provide the same levels of service. Funding constraints have dramatically reduced the amount of overtime allowed and compensatory time does not always solve the problem of providing service with minimal manning. One option to consider is changing employee work schedules to better meet the needs of your customers. For example, if your office needs to provide training/services after normal duty hours, you could change your employee schedule to accommodate this by scheduling an employee or two to come in later and work later thus covering the after-hours event with no need for overtime or comp time.

Or if your customers need your services after duty hours, (such as students needing services after their classes)

you can schedule your employees for a later tour of duty, or even a tour of duty that includes a weekend day. Work schedules can be flexible enough to allow changes as needed based on customer demands—as long as the hours worked remain at 40 a week or 80 a pay period. The link below provides information on the various options for alternate work schedules: <http://www.opm.gov/oqa/aws/index.asp#Policy/Guidance>. If you choose to use AWS in your unit, it must be approved by your squadron commander/director. Coordination with the union is required so please contact the CPS at 654-3325 or 3331 for additional guidance before implementing any alternate work schedules.



Information For Supervisors

Probationary and Trial Periods

The Office of Personnel Management regards the probationary period as a final step in the examining process. A probationary period provides the final test—actual performance on the job—which no preliminary testing methods can approach in validity. During the probationary period, the employee's conduct and performance in the actual duties of his/her position are observed and evaluated. If a new employee on a probationary period fails to meet the requirements of the position, the new employee may be separated from civil service without appeal rights when their performance and/or conduct are not acceptable.

In most cases, new supervisors or managers also serve a one year probationary period. If a supervisor/manager who is serving a probationary period fails to perform acceptably or if his/her conduct is not accept-

able, they may be reassigned or returned to a non-supervisory/non-managerial position.

Competitive Service, i.e., GS and WG (also included are WL and WS) positions have a one year probationary period which may not be extended.

Excepted Service positions (such as DCIPS, VRA Appointments) have a two year trial period. A trial period is for employees in the Excepted Service is essentially the same as a probationary period but for two years versus one year.

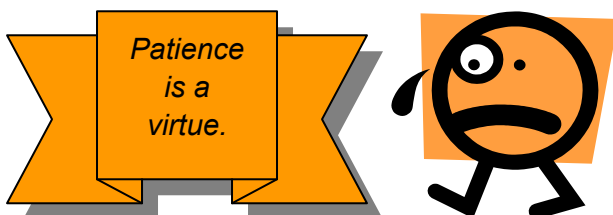
If you have any questions concerning probationary and/or trial periods, please contact the CPS at 654-3325 or 3331.

Procedures for Position Reviews

Positions reviewed are requested when an employee's current position description does not accurately describe the current duties the employee is performing. Due to conversion out of NSPS and many organizational structure changes, many employees do not have an accurate position description (PD). Because this is prevalent across the Air Force, AFPC Classification established procedures to help them deal with this significant workload. These procedures apply when requesting a position review for a position that is currently filled (encumbered). Vacant positions can be reviewed if necessary when they are submitted for fill action. Check with your CPS Staffer if a vacant position needs to be reviewed. Based on the classification procedures established for encumbered position reviews, bases were asked to submit a prioritized listing to their MAJCOM of the positions they wanted reviewed. This listing would be consolidated by MAJCOM and forwarded to AFPC Classification for incorporation with other MAJCOM listings. At Goodfellow, units were asked to submit a list with justification of the encumbered positions in their organizations that needed to be reviewed. This listing was reviewed and prioritized by a base working group and initially submitted to AFPC in February 2011. An update was provided to AFPC in January 2012. According to their procedures once submitted this prioritized listing cannot be changed. They will work this

prioritized listing for each base as they get to them; the actual position review package and RPA cannot be submitted to them until they request it. When we are asked to submit the Position Review package with RPA, we must have everything ready to go. Documents required are the revised PD, the completed position review letter, completed RPA Checklist and an Org Chart if the position is supervisory. The CPS will assist you with these; supervisors must prepare the revised PD.

Goodfellow currently has 31 positions on this prioritized listing; AFPC Classification is working on number two on this listing. As you can see, these procedures will not result in a quick turnaround in correcting PDs that are not accurate. But these are the guidelines we must follow until AFPC comes up with a better process. We ask for your patience and understanding. If you have any questions or an extremely critical need, please contact Ms Velma Elizardo at 654-3325; email: velma.elizardo@goodfellow.af.mil.





Congratulations to all our civilian employees who are receiving length of service certificates. And to all who are retiring this quarter or have retired in the last quarter.

Your service and dedication are truly appreciated. You are an invaluable resource to the 17th Training Wing.

Retirements from Jan—Apr 2012

April

*Sandy Nunez, SFS
George Mitchell, LRS
Sherene O'Neill, TRSS
Stanley Jones, 316 TRS
John Smith, MDSS
Eddie Flores, CS
Louis Huckaby, CES
Ted Haviland, CES*

Length of Service Certificates for Jan—Apr 2012

10 Year

*February: Andres Galvan
John Manera
Casey Estes
March: Teresa Dillon
April: Sharon Daugherty
Robert Kramp*

20 Year

January: Gloria Haidinger

*March: Richard Kosaka
Angela Fowler
Cravin Ham
April: Billy Clemons
Olin Malone*

30 Year

*February: Dorothy Francis
March: Dorethea Mayberry
April: Celia Davis*

Your CPS Staff

Velma Elizardo, Civilian Personnel Officer
Walter (Bert) Dickerson, Labor Relations Officer

Human Resources Specialists:
Stephanie Flynn Terri Kirk Glenn Miller Duane Thompson

Human Resources Assistant:
Bailey Parker



FEHB Brochures

Brochures for the 2012 Federal Employee Health Benefits (FEHB) program are available at the Civilian Personnel Section, Bldg 3303. These brochures provide information on the various health insurance plans such as any changes or updates implemented for 2012 including cost and benefit coverage. Stop by and pick one up if you want to learn more about FEHB.

Competitive Area for RIF

Each government agency has a regular requirement to notify their employees of the boundaries of the competitive areas that would be used in the event of a reduction-in-force (RIF) action. The competitive area for Goodfellow AFB employees includes all activities and employees serviced by the Goodfellow AFB Civilian Personnel Section.

CPS Hours of Operation

Monday - Wednesday & Friday:
0730 - 1630

Thursday: 0900 - 1630
(Staff training conducted from
0730-0900)

Customer Service: 654-5179

To contact the CPS via email with general questions or for employment information, email us at:

Goodfellowstaffing@goodfellow.af.mil